

## Minutes of Meeting for 28 September 2022

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### AGENDA

#### **1. Operations**

- 1.1. Space Planning – Since cannot use container freezer, will consider to look around for a more suited factory. Shall contact JTC to check about the pricing for returning factory.
- 1.2. Electricity – pending for testing
- 1.3. Production / ready-to-eat
  - 1.3.1. Passionfruit puree for R&B (new), currently servicing 9 outlets out of 20 outlets. To cross sell products.
  - 1.3.2. Roselle Taiwan (partner) will be returning to Taiwan only in October, will follow up on Roselle source.
  - 1.3.3. Cendol recipe adjusted.
  - 1.3.4. Dumpling stock to be built over time for Yuan Xiao, and for Soon Xing customer
  - 1.3.5. 3 main ready-to-eat desserts focus – Snow Fungus, Water chestnut Tau suan and Black Glutinous Rice (Pending calculation of costing for freeze-drying project before next FIRC testing and consultation)
  - 1.3.6. Main dessert drinks focus – Roselle, Barley, Lemonade (feedback a little bitter to taste), Snow fungus.

#### **2. Sales and Marketing**

- 2.1. Business product focus
  - 2.1.1. Retail stall – find source for Roselle / Madam Roselle Specialty stall / Dessert stall like Wu Tiao Ren)
  - 2.1.2. Freeze-drying project – To check out market pricing and work out project details and timeline with SP Joel
  - 2.1.3. Ready-to-eat desserts – Only for bulk orders for now
  - 2.1.4. Snow Ice desserts – To offer 5 flavors of snow ice blocks to customers
  - 2.1.5. Flower tea and preserved fruits set packages (Hi-tea set) – To contact vendor for source
- 2.2. Customer visiting – Stephen to start on 1<sup>st</sup> October, to upsell company products to increase sales
- 2.3. To meet Cat from Robo-T – To arrange visit Sat, 24 Sep to explore opportunity to collaborate at her coffeehouse
- 2.4. Social media posting / Product menu list / Presentation kit / Posters – To prepare Snow Ice catalogue (Photos and Menu) by 1<sup>st</sup> October. 3 flavors – Peanut / Milk and Chocolate. Contacting China partner for ready photos to see if can be used for local catalogue.
- 2.5. Upcoming product - Freeze-drying / Vending machine / Ice block (制冰机-RMB3700)
- 2.6. To secure exhibition space in near future –

#### **3. Event calendar (Company / Customer)**

- 3.1. Christmas
- 3.2. Chinese New Year
- 3.3. 17 Jan 2023 (DO 3 year anniversary)

**4. Human Resource**

- 4.1. Job functions / Add-on tasks for staff for ownership and sense of purpose
- 4.2. Recruitment posting – on-going (next one on 28 September)
- 4.3. NEO and Operations training – Draw plan with ah Kai on operations flow and training focus for Hein and Shuai (2 weeks rotation, by end of October to ensure both are independent with production operations)
- 4.4. Corporate identity – Signages / Logo confirmation / name cards / Letterhead / Labels / Polo Tee – on hold
- 4.5. Contract for Siong

**5. Partners / Vendors / Suppliers – Research and Development**

- 5.1. Yutaka – Check with Monica on front conveyer weigh and seal machine. On hold for Pion plastic packaging
- 5.2. NEW4U Enterpack Tray Sealing Machine – PSG approved 21 September, 70 % grant.
- 5.3. SETC – To contact to check cost and requirement to test shelf-life for products and test nutrition value.

**6. Any other matters**

Action items	Action by	Deadline
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